



McKinley Community Center

Request for Proposals due by:

3:00 PM on May 23, 2018

City of Flint

Planning and Zoning Division

c/o Adam Moore

1101 S. Saginaw St., Rm B17

Flint, MI 48502

Request for Proposals



Background:

The City of Flint is seeking a qualified firm to provide a facility assessment and cost estimate services for the McKinley Community Center. The building has been unoccupied for nearly two years and has experienced break-ins after a fire in June of 2016. The City of Flint is currently repairing damage from a fire in 2016 in the rear exterior of the building. In preparation for re-opening the center, the City of Flint is requesting proposals from professionally licensed consulting firms to provide architectural / engineering and (potentially) design services for the McKinley Community Center. Consultants will bid on components of the facility assessment and cost estimation and recommendations for repairs necessary to bring the building up to current standards. Optional work will include revision of existing drawings and/or creating new drawings, producing an RFP to hire a contractor, and providing construction administration/supervision.

A mandatory site visit to will be on May 11, 2018 from 1 to 3 PM for contractors to view the building and collect data.

Objectives for the proposed project are the following:

- Provide a facility assessment to identify necessary repairs and upgrades for occupancy as a community center. Repairs required will be based on existing drawings of the building, which will be provided by the City of Flint.
- Provide an itemized list of necessary repairs, potential upgrades, and recommendations by system categories and individual items. Information concerning building systems and necessary repairs should be itemized by system category (i.e. Exterior Systems, Interior Construction, Plumbing, etc.). Repair and upgrade items should be designated by priority need (i.e. critical, important, desirable, etc.)
- Provide conceptual cost estimates by system categories, individual items, and entire building.
- Consult with the City of Flint to provide recommendations to bring the building up to current standards for use as a community center.

Deliverable: Facility assessment results in the form of a comprehensive needs assessment that explains and ranks by necessity the repairs and updates required to meet current standards for a community center. Consultation and recommendations to the City of Flint are required to ensure building will receive occupancy permit for a community center, if and when repairs are completed.

Optional services:

- Provide revised drawings or new drawings to upgrade building
- Provide RFP and bid documents to hire contractor(s) to repair and upgrade building
- Review proposals and make a recommendation for hiring contractor
- Obtain necessary permits
- Manage construction through completion

Optional Deliverables: 1) Revised and/or new sealed and stamped building drawings, construction specs, and bid documents & punch list for the City of Flint to hire contractor(s) to repair and upgrade the building; 2) Provide consultation & manage the bid letting, evaluation of, and hiring of contractor(s) to repair the building. Work with City of Flint on all necessary permits, construction management, and

General Requirements:

Proposal Requirements: One (1) original and two (2) printed hard copies of the proposal should be submitted to the address and attention listed below. Minimum font size shall be 10 point, singled sided, and submitted in a sealed envelope.

SEALED PROPOSAL ENVELOPES ARE TO INCLUDE THE RFP TITLE, TIME & DATE DUE FOR THE RFP.

If your firm is interested in providing the requested services, your sealed response is due by 3:00 PM (EST) on May 23, 2018. All detailed proposals received after 3:00 PM (EST) will not be considered. Faxed proposals are not accepted. The process may require further questions after the submission of your proposal, so please provide proper contact information.

Submission Location: City of Flint Planning Department
1101 S. Saginaw Street, Rm B17 (Lower Level)
Flint, MI 48502
Phone: (810)-766-7426 ext. 3029

If you have any questions regarding this request, please contact:

Adam Moore, Associate Planner at amoore@cityofflint.com

<u>Schedule of Events:</u>	
May 7, 2018	RFP Available for Review
May 11, 2018	Mandatory walkthrough for Pre-Bid from 1-3 PM
May 21, 2018	Optional walkthrough from 1-2 PM
May 21, 2018	Contractor's questions submitted in writing via email to amoore@cityofflint.com by 4:00 PM
May 23, 2018	Bids are due by 3:00 PM

General Information:

Receipt and Handling of Proposals: Sealed submissions will be opened on May 23, 2018 at 4:00 PM in the Planning Department Conference Room unless Addendum is issued.

Evaluation of Proposal: The proposals submitted will be evaluated exclusively in accordance with the criteria of the RFP. Proposals will be evaluated based on the experience in providing services that reflect this similar project, accompaniment to specifications in the RFP, and price. Participants are required to address each evaluation criteria in the order listed and to be specific in presenting their Proposals.

Notice of Incomplete Proposal: Upon Proposal determination, if the submittal is unacceptable, the contractor will not be allowed an additional opportunity to supplement its submittal.

Terms and Conditions:

Incurred Costs: City of Flint will not be liable in any way for any costs sustained by contractors in replying to the RFP.

Awards: The City of Flint will award this RFP to the most qualified contractor whose proposal is determined to be the most advantageous to the City of Flint. Information and/or factors gathered from the submittals deemed relevant will be used in the final award decision.

Criteria for Selection: All submittals in response to this RFP will be evaluated on the following criteria:

- Have previous experience with conducting a Facility Assessment at a facility equivalent to McKinley Community Center
- Ability to develop and provide a Prioritization/ Categorization/ Classification of Facilities Condition Survey Report.
- References from existing assessment clients.
- Interviews, if conducted.
- Price

Addendum: Contractors requiring additional information about this RFP, please send an email Adam Moore at amoore@cityofflint.com by the deadline as outlined in the Schedule of Events. Any and all changes to these specifications are valid only if they are included by Written Addendum to all bidders.

Qualifications: Firms submitting a proposal for this project must provide at least three (3) references where project of similar nature have been successfully completed and implemented.

Contractor Responsibilities: The selected contractor will require to assume responsibility for all services offered in this proposal. The City of Flint will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges from the contract. Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the City of Flint. If the contractor attempts to make such an assignment without the written consent of the City of Flint, the vendor will remain legally responsible for all obligations under the contract.

Rejection of Bids, Waiver of Irregularities: The City of Flint reserves the right to reject any or all proposals, to waive irregularities, and to accept that bid which is considered to be in the best interest of the City of Flint. Any such decision shall be considered final.

Specifications:

Scope of Services- Facilities Condition Survey Based on Original As-Built Drawings

This contract will require inspections of all facilities as specified herein by architectural and engineering professionals. It will produce an accurate analysis that identifies visible and distinct components and elements requiring repairs or other planned action. The facility conditions survey will focus on the following property elements:

- Exterior Systems- roofs, walls, window systems, doors

- Interior Construction- walls, doors, flooring, visible structural components
- Interior Finishes- Flooring, ceiling, wall finishes
- Health/ Fire/ Life Safety systems
- Handicap Accessibility-ADA & TLR requirements
- Heating, Ventilation and Air Conditioning
- Plumbing
- Electrical and Service Distribution
- Fire Suppression
- Site Utilities

RPF Submittal Requirements:

The following submittal format must be adhered to for your proposal to be considered complete: One (1) original and two (2) printed hard copy of the proposal will each include the following:

- a) Title Page- should include the RFP title, contractor name, contact person, contact information
- b) Detailed Proposal
 1. Organization, Size, Structure, and Area of Practice
 - i. Describe your firm. Please describe organization, size, structure, and areas of practice. Include the legal name and address of the main office and branch locations. Include number of employees, years in business, and designation of legal entity.
 2. Experience
 - i. Summary of experience in providing a similar capital needs assessment: Provide three (3) clients with needs similar to McKinley Community Center, Describe your firm's specific experiences providing services to each of those clients. Provide contact information to enable the City of Flint to contract those accounts as references.
 - ii. Identify the specific individuals who will be assigned to this engagement, their representative roles, and the office location.
 - iii. Summary of recent and relevant contractual services provided (within the past 5 years).
 3. Proposed service methodology
 - i. Please summarize how services are accessed and provided. This includes methods of correspondence, accessibility, and supervision.
 4. Itemization of cost/ cost proposal
 - i. Summary of Bid Total (Appendix A)
 5. Summarize and additional information regarding your firm that the City of Flint should consider in making its decision.
 - i. Name of contact including position, phone, and email.
 - ii. Nature of services provided.
 - iii. Confirmation that this reference is aware that they may be contacted and will be able speak to their satisfaction and overall experience in working with you firm.

Documents:

Appendix A: Summary of Bid Total

Appendix B: McKinley Community Center Floor Plan

Appendix C: As-Built Drawings of Facility

Appendix D: Photos of Current Condition

PROPOSAL ENVELOPES ARE TO BE CLEARLY MARKED AND SEALED.

Appendix A: Summary of Bid Total

Contractors will submit a total price for each component of the facility assessment.

Response Requirement:

Responses to this RFP should include the following:

- Hourly Rate of employee creating the engineered plans
- Total cost to develop plans. Full cost estimates should be broken down by each phase listed
- Timeline to complete plans

Name of Company: _____

Contact: _____

Address: _____

Phone: _____

Signature: _____

	Type of Work	Hourly Rate	Project Cost	Estimate Date of Completion
Assessment	Facility Assessment			
	Prioritized Needs Report			
	Cost Estimation of Repairs			
	Consultation with the City of Flint to provide recommendations			

Sub Total: _____

Optional	Type of Work	Hourly Rate	Project Cost	Estimate Date of Completion
System Design	Revise As- Built(s)			
	Create Necessary Drawings			
	Create Bid Documents / RFP to Hire Contractors to Repair / Upgrade Building			

Sub Total: _____

Optional	Type of Work	Hourly Rate	Project Cost	Estimate Date of Completion
Construction Administration	Release RFP			
	Hire and Manage Construction			
	Provide All Documentation for Necessary Permits			
	Provide review of work completed			

Sub Total: _____

Total Cost: _____

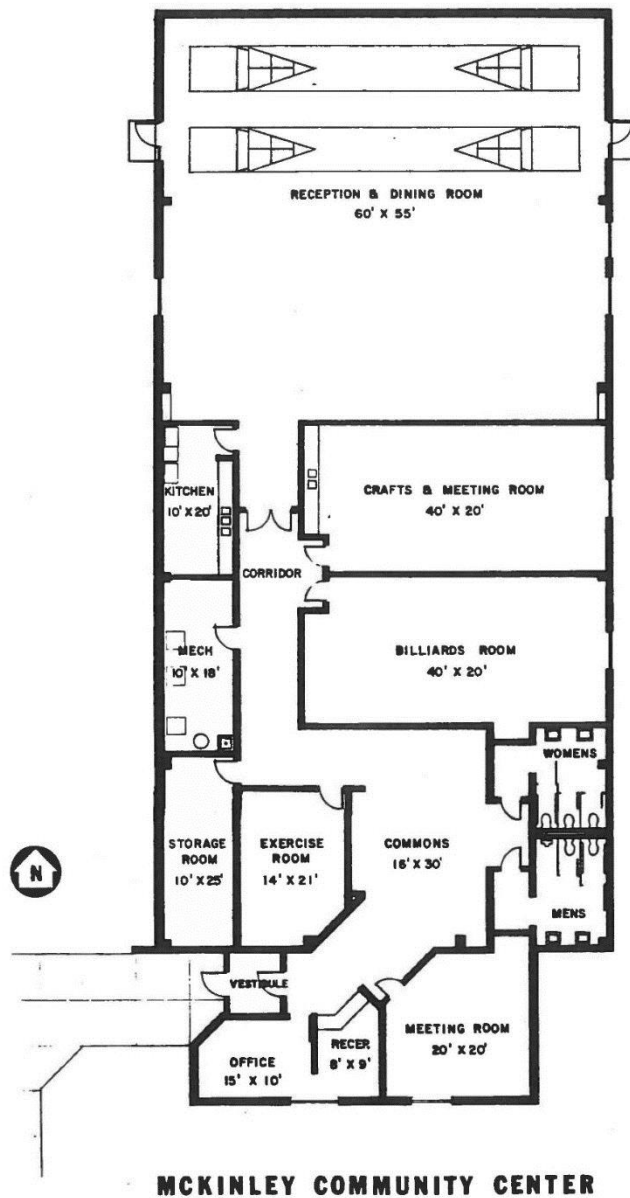
All Project Cost is not to exceed total cost unless the City of Flint increase the scope of work. System design shall include project specifications, bid sheets, and project cost estimates. System design and construction administration are separate optional components. Winning the award for Assessment bid does not guarantee optional bids.

Appendix B: McKinley Community Center Floor Plan

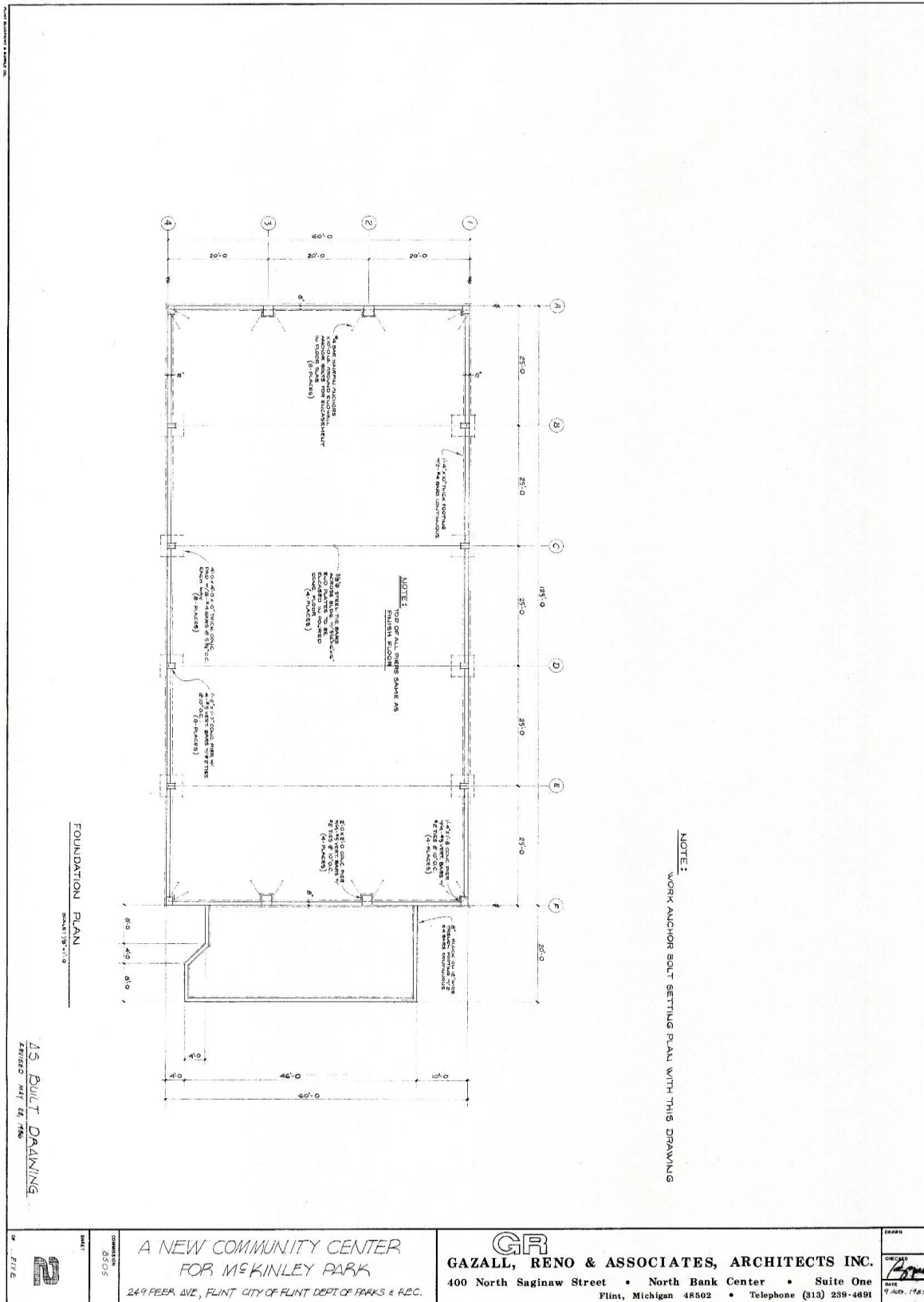
McKinley Community Center:

249 Peer Avenue, Flint, MI 48503

Parcel: 41-20-301-001

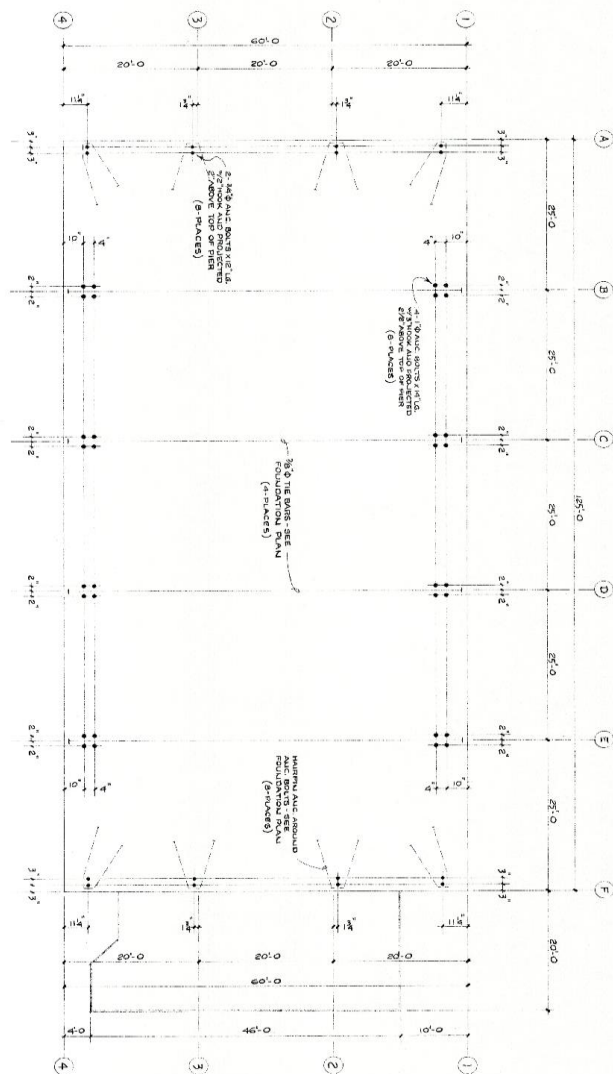







2 FIVE	A NEW COMMUNITY CENTER FOR MCKINLEY PARK 249 PEARL AVE., FLINT, CITY OF FLINT DEPT OF PARKS & REC.	GR GAZALL, RENO & ASSOCIATES, ARCHITECTS INC. 400 North Saginaw Street • North Bank Center • Suite One Flint, Michigan 48502 • Telephone (313) 239-4691	DRAWN CHECKED DATE 7 APR. 1985
-----------	--	--	---

ANCHOR BOLT SETTING PLAN
(SEE NOT SCALE)



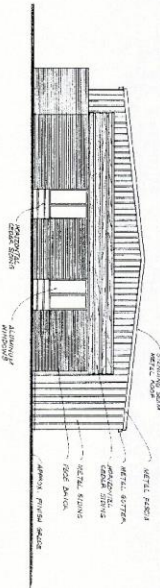
NOTE:
WORK THIS DRAWING WITH FOUNDATION PLAN

AS BUILT DRAWING
REVISED MAY 18, 1985

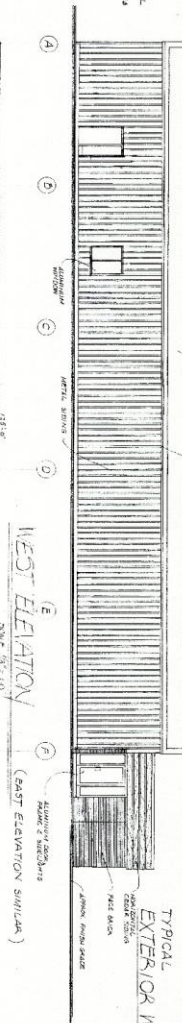
<p>3 FIVE</p>	<p>DATE 05/05/85</p>	<p>PROJECT A NEW COMMUNITY CENTER FOR MCKINLEY PARK 249 PEER AVE. FLINT CITY OF FLINT DEPT. OF PARKS & REC.</p>	<p>  GAZALL, RENO & ASSOCIATES, ARCHITECTS INC. 400 North Saginaw Street • North Bank Center • Suite One Flint, Michigan 48502 • Telephone (313) 239-4691 </p>	<p>DRAWN</p>
				<p>DATE 4 AUG. 1985</p>

INTERIOR FINISHES

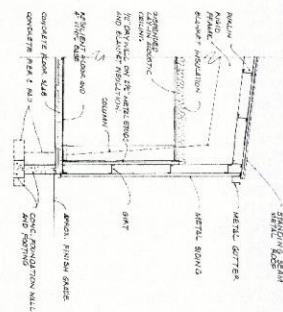
- WALLS - ALL WALLS EXCEPT TOILETS PAINTED LITE, POLYESTER EMULSION PAINT.
- CEILING - ALL CEILING EXCEPT TOILETS PAINTED LITE, POLYESTER EMULSION PAINT.
- FLOORS - ALL FLOORS EXCEPT TOILETS WITH WHITE MESS, POLYESTER EMULSION PAINT AND CONCRETE FLOORING IN TOILETS.
- DOORS - ALL DOORS PAINTED LITE, POLYESTER EMULSION PAINT.
- CEILING - ALL CEILING EXCEPT TOILETS PAINTED LITE, POLYESTER EMULSION PAINT.



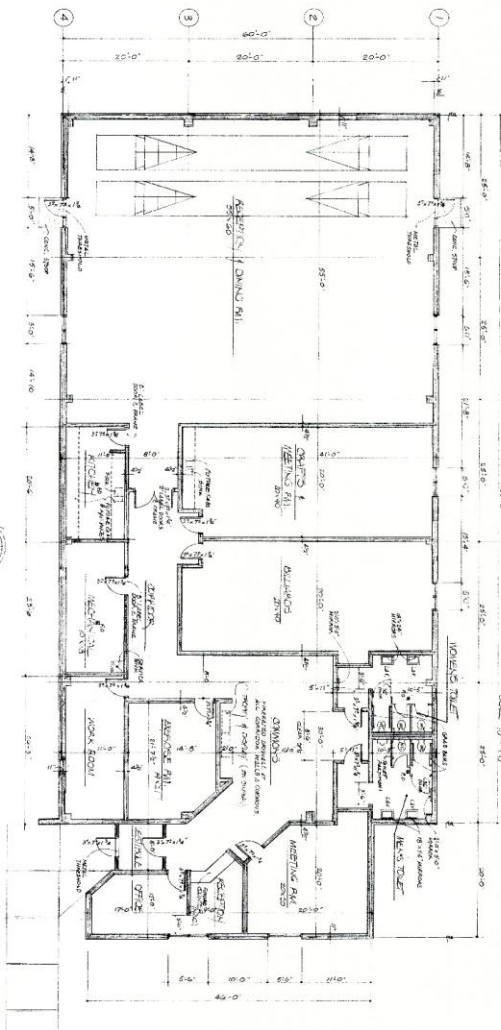
SOUTH ELEVATION
SCALE 1/8" = 1'-0"
(NORTH ELEVATION SIMILAR)



WEST ELEVATION
SCALE 1/8" = 1'-0"
(EAST ELEVATION SIMILAR)



TYPICAL EXTERIOR WALL SECTION
SCALE 1/8" = 1'-0"
(NORTH ELEVATION SIMILAR)



FIRST FLOOR PLAN
SCALE 1/8" = 1'-0"

AS BUILT DRAWING
REVISED MAY 23, 1980

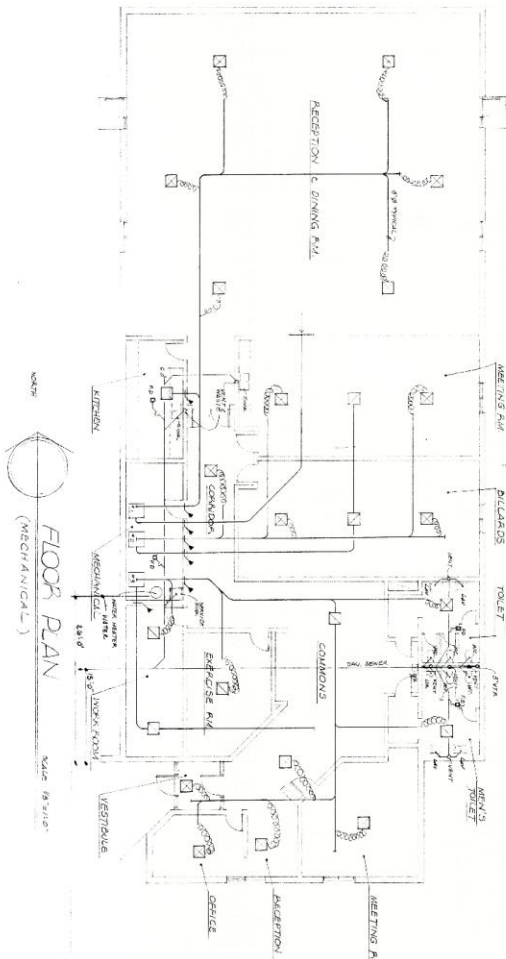
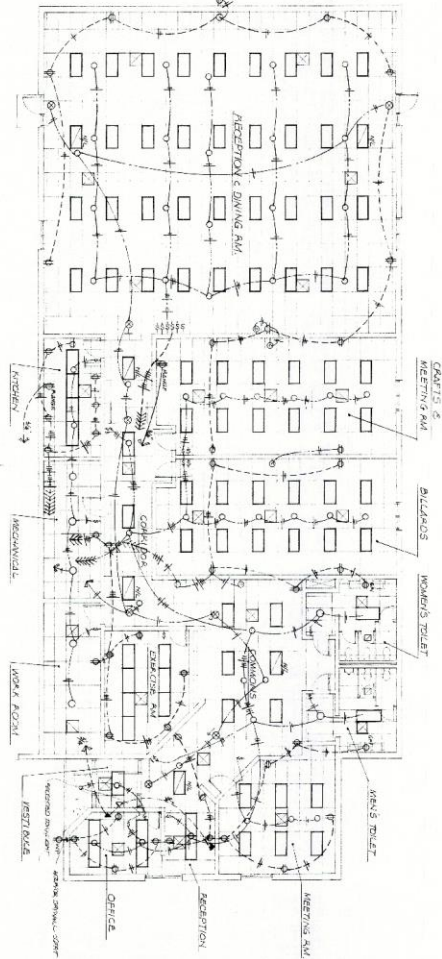


GAZALL, RENO & ASSOCIATES, ARCHITECTS INC.

A NEW COMMUNITY CENTER
FOR MCKINLEY PARK
249 REAR AVE. FLINT CITY OF FLINT DEPT OF PLANS & REC.

GAZALL, RENO & ASSOCIATES, ARCHITECTS INC.
400 North Saginaw Street • North Bank Center • Suite One
Flint, Michigan 48502 • Telephone (313) 239-4691

DATE	7 AUG. 1980
BY	
CHECKED	
APPROVED	

[illegible]

AS BUILT DRAWING
REVISED MAY 28, 1966

GAZALL, RENO & ASSOCIATES, ARCHITECTS INC.

400 North Saginaw Street • North Bank Center • Suite One
 Flint, Michigan 48502 • Telephone (313) 239-4691

GR

GAZALL, RENO & ASSOCIATES, ARCHITECTS INC.

400 North Saginaw Street • North Bank Center • Suite One
 Flint, Michigan 48502 • Telephone (313) 239-4691



